

Commitment to Rectify Failed Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge the recent issues concerning your delivery that was scheduled for [Insert Delivery Date]. We sincerely apologize for the inconvenience caused and would like to assure you of our commitment to rectify this matter promptly.

We understand the importance of timely deliveries and are currently investigating the circumstances that led to this failure. In order to resolve this issue effectively, we are taking the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

We are committed to delivering your order by [Insert New Delivery Date] and will keep you updated throughout this process. Your satisfaction is our priority, and we appreciate your understanding in this matter.

Thank you for your patience, and please feel free to reach out if you have any further questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]